

**Town of Mansfield**  
**Personnel Committee**  
**Thursday, May 22, 2008**  
**Audrey Beck Municipal Building, Conference Room B**

Members Present: Deputy Mayor Gregg Haddad, Councilor Helen Koehn

Staff Present: Maria Capriola, Assistant to Town Manager, Mary Stanton, Town Clerk

### **1. CALL TO ORDER**

The meeting came to order at 6:45 p.m.

### **2. MINUTES**

The minutes of May 8, 2008 were passed unanimously.

### **3. RULES OF PROCEDURE**

Ms. Koehn and Mr. Haddad discussed edits to the draft rules of procedure with Ms. Stanton and Ms. Capriola. Ms. Stanton agreed to make edits to the draft document per direction from Ms. Koehn and Mr. Haddad. Changes discussed included:

- Moving the Town Manager's report up on the agenda;
- Not having a consent agenda;
- Rule 2c – no notice to Mayor needed;
- Rule 2f – include posting time limits and/or timeliness for minutes and agendas;
- Rule 3a – include others when preparing the agenda? *Flagged for further discussion*;
- Rule 3b –in addition to moving the Town Manager's report up on the agenda, add a second opportunity for the public to speak;
- Rule 3 – add a new section to this rule to include end dates for recurring agenda items (recurring items could go up for re-approval after the end date).

- Rule 3 – can packets be distributed to Council earlier? Thursday? *Flagged for further discussion*;
- Rule 4 – reflect two public comment periods, limiting each speaker to 5 minutes during each comment period;
- Rule 6 – for amendments, what is required for votes pursuant to Robert's Rules – recorded or voice? Ms. Stanton will check on this.
- Rule 8 – discussion occurred as to the make-up of Council standing committees such as the historical intent, etc.

#### **4. ADJOURNMENT**

The meeting adjourned at 7:30pm.